

Introduction

The Bureau of Reclamation (Reclamation) developed this *Water Management Planner (Planner)* to assist its water service contractors (contractors) in the preparation and implementation of Water Management Plans (Plan) as required by the Reclamation Reform Act of 1982 (RRA) and the Central Valley Project Improvement Act of 1992 (CVPIA). The *Planner* is designed to be used by both agricultural and urban contractors of all sizes and complexities. The *Planner* can also be found on the Internet at www.usbr.gov/mp/watershare/.

The CD inside the cover contains this *Planner* and several publications that may be helpful to you while completing your Plan, such as The Methodologies for Evaluating Canal and Reservoir Lining Best Management Practices (BMP), along with the BMP calculations for urban contractors.

Tab 1: Introduction.

Tab 2 and 3: Water Accounting Table Instructions. Instructions that guide you while filling out both the agricultural and urban contractor water accounting tables have been included. These tables are found on the CD and have been revised to correspond with the new water balance structure as presented in this *Planner*.

Tab 4: Water Balance Structure. A water balance structure is a useful water management tool, because it requires an accounting of all water within specified bounds in a district. This water balance structure has primarily been developed to support water management planning and is included for your reference. It is suggested that you become familiar with it and compare it with what you are using.

Tab 5: Plan Format. The Plan Format is provided in hard copy and on the CD so that Contractors can “fill-in-the-blanks” by hand or (preferably) on the computer. If you need additional information about how to fill in the blanks, refer to the Guidebook.

Tab 6: Guidebook. The Guidebook is designed to provide step-by-step instructions on completing a Plan. It includes examples of different ways that other contractors have implemented BMPs.

Tab 7: 2002 Standard Criteria for Evaluating Water Management Plans (Criteria). The Criteria, upon which the *Planner* is based, is included for your reference.

Tab 8: Water Measurement. A section on water measurement devices.

Tab 9: Helpful Web Sites.

Tab 10: Quantifiable Objectives (QOs) by Agency. Alphabetical agencies with the QOs listed for each agency.

The *Planner* is not the complete or final authority in water management planning. Reclamation will continue to look for new information and ways that will assist contractors with their Plans. Finally, Reclamation would like your suggestions for improving this planning tool.

Draft Plans should be submitted to your local area office for review at the below listed addresses. After Plans are reviewed and deemed adequate, the Mid-Pacific (MP) Regional Office (Regional Office) will request submission of final Plans to your local area office at the addresses below.

Bureau of Reclamation
Central California Area Office
Attention: Pete Vonich
7794 Folsom Dam Road
Folsom, CA 95630-1707

Bureau of Reclamation
South-Central California Area Office
Attention: David Woolley
1243 N Street
Fresno, CA 97321-1813

Bureau of Reclamation
MP Construction Office - Willows
Attention: Dennis Perkins
PO Box 988
Willows, CA 95988-0988

Criteria - 2002

Five-Year Plan Review Process

The contractor submits the Plan to the appropriate area office water conservation specialist who performs the initial Plan review. Additional information may be requested from the contractor at this time. After this initial review phase, the area office forwards the Plan to the Regional Office's Water Conservation Program for staff review. This review determines whether the Plan is adequate or needs additional work. If the Plan needs work, the Regional Office will call or send a letter to the contractor indicating the suggested changes and requesting submission of a revised plan to the Regional Office. The Regional Office will keep the area office informed of revisions and coordination with the contractor. If the Plan is adequate, then a letter will be sent to the contractor requesting three copies of the Plan be sent to the Regional Office along with a copy of the contractor's Board Resolution. It is Reclamation's intention to complete this review process within 90 days. Once the Regional Office receives the documentation, a notice will be sent to the Federal Register advertising the Plan and requesting public comments. If there are no comments, then the process is complete. If there are comments, then the Regional Office will coordinate with the contractor regarding potential revisions to the Plan.

Annual Updates:

The contractor submits the Annual Update on-line via Reclamation's website.

Agriculture: www.usbr.gov/mp/watershare/

Urban: <http://www.cuwcc.org>

The area office will review the Annual Update and determine if it is adequate or requires revision or additional information. If it needs work, then the area office will call or send a letter to the contractor indicating the suggested changes and requesting submission of a modified Annual Update. If it is adequate, then the Annual Update is sent to the Regional Office where it is logged in.

MP Region:

Contractors should use the Plan Format located at Tab 5 in this *Planner* and in the enclosed CD. For assistance, please contact the water conservation specialist in your area. Contact information can found on the inside cover of the *Planner* to the left.

Who Should Use This Planner

Reclamation recommends that all contractors complete a Plan using this *Planner*. However, this *Planner* is much more useful if your Plan is subject to CVPIA Criteria. The Criteria are included in Tab 7 of this *Planner* and apply to Plans submitted to Reclamation as required by applicable Central Valley Project (CVP) water delivery contracts or any other contracts that specifically invoke the Criteria.

Exceptions. The following are excepted from the requirement to prepare a Plan using the Criteria:

- All contractors that receive **only** irrigation water from any Federal Reclamation project, and deliver said water to less than 2,000 acres of land.
- All contractors that receive **only** municipal and industrial (M&I) (urban) water from any Federal Reclamation project, and provide said water to less than 3,300 people.
- All contractors that receive less than an annual average of 2,000 acre-feet (AF) from any Federal Reclamation project.
- Contractors that do not receive water from the CVP, and CVPIA Criteria is not an added contractual condition of your contract.

Flexibility and Coordination

The Criteria recognizes the differences between contractors, and have been written to be flexible enough to allow each contractor to develop and implement the types of programs that will best accomplish improved water management within their boundaries. In some cases, the contractors may choose to pool resources and implement joint programs. The Criteria not only allow, but also encourage, joint efforts toward program implementation.